



## **CITY OF RYE**

CITY HALL • RYE, NEW YORK 10580

TELEPHONE (914) 967-5400

### **BUILDING DEPARTMENT**

PHONE (914) 967-7372 FAX (914) 967-4341

WEB SITE: [www.ryeny.gov](http://www.ryeny.gov)

### **INSTRUCTIONS & PROCEDURES FOR INTERIOR BUILDING PERMITS**

#### **APPLICANT MUST SUBMIT:**

1. Completed application with notarized signature where indicated.
2. Two (2) copies of plans with proposed building addition or alteration, drawn, sealed & signed by a licensed/registered architect or professional engineer. The drawings shall be drawn at a minimum of 1/4"=1" scale. All plans must be folded, not rolled, white side out.
3. Filing fees: upon submission of plans and payable to the City of Rye.
  - i. Building permit: \$14.00 per every \$1,000.00 of construction cost (minimum \$55.00)
  - ii. Certificate of occupancy for a 1 or 2 family residence: is a \$80.00 flat fee.
  - iii. Certificate of occupancy for a multi-family residence or commercial property: is a \$155.00 flat fee.

#### **IN ORDER TO OBTAIN A PERMIT YOU MUST SUBMIT THE FOLLOWING:**

1. A COPY OF YOUR CONTRACTORS WESTCHESTER COUNTY HOME IMPROVEMENT LICENSE.  
(new and commercial construction exempt from submitting a copy of their license)

2. CONTRACTORS INSURANCE, (NAMING THE CITY OF RYE AS  
CERTIFICATE HOLDER  
AND ADDITIONALLY INSURED) INCLUDING LIABILITY AND WORKERS  
COMPENSATION  
(OR A SIGNED NEW YORK STATE COMPENSATION WAIVER).

IT IS THE RESPONSIBILITY OF THE APPLICANT, OWNER, PERSON OR CORPORATION TO NOTIFY THE BUILDING DEPT. WHEN READY **(24-HOUR NOTICE)** AT (914) 967-7372, FOR SITE PROTECTION, FOOTING, FOUNDATION, FRAMING, INSULATION, PLUMBING, AND FINAL INSPECTIONS, ETC.. **ALL INSPECTIONS ARE DONE ON TUESDAY AND THURSDAY ONLY.**

**FOUNDATION LOCATION PLAN BY LICENSED SURVEYOR, IF REQUIRED, SHALL BE SUBMITTED BEFORE START OF FRAMING.**

**THE FOLLOWING MUST BE SUBMITTED FOR AN ISSUANCE OF A CERTIFICATE OF OCCUPANCY:**

1. FINAL NYS ELECTRICAL CERTIFICATE
2. STATEMENT OF FINAL COST (COMPLETED BY HOMEOWNER)
3. CERTIFICATE OF CONSTRUCTION COMPLIANCE (COMPLETED BY SUPERVISING ARCHITECT OR CONTRACTOR)
4. FINAL INSPECTION, INCLUDING FINAL PLUMBING/PEPPERMINT TEST AND SMOKE TEST FOR FIRE PLACE INSPECTION, IF REQUIRED
5. ANY FINAL/ADDITIONAL BUILDING PERMIT FEES MUST BE PAID.
6. AS-BUILT SURVEY, IF REQUIRED

**THE ABOVE SHOULD BE SUBMITTED WITHIN (10) DAYS AFTER THE WORK HAS BEEN COMPLETED. NEW BUILDINGS OR USE OF EXISTING BUILDING SHALL NOT BE USED IN WHOLE OR IN PART, UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED BY THE BUILDING INSPECTOR CERTIFYING THAT SUCH BUILDING CONFORMS TO THE PROVISIONS OF THE CODE.**

**THE OCCUPANCY OR USE OF EXISTING BUILDING SHALL NOT CONTINUE AFTER COMPLETION OF THE ALTERATION, REPAIR OR ADDITION WITHOUT A CERTIFICATE OF OCCUPANCY.**

**ANY PERSON OR CORPORATION IN VIOLATION OF ANY PROVISIONS OF ORDINANCES OR CODES, INCLUDING FAILURE TO APPLY FOR A BUILDING PERMIT OR CERTIFICATE OF OCCUPANCY SHALL BE LIABLE TO A PENALTY, AS PROVIDED IN THE ORDINANCES AND CODES OF THE CITY OF RYE, AS PRESCRIBED BY LAW**